



Leveraged Procurements



STATE OF CALIFORNIA
DEPARTMENT OF GENERAL SERVICES
PROCUREMENT DIVISION



Leveraged Procurements

- **Masters, Statewide Contracts, CMAS, State Price Schedules**
- **Incorporate California procurement codes, policies and guidelines**



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Leveraged Procurements

- Reduces staff costs associated with repetitive bidding
- Shop Masters, Statewides, CMAS, *between* Masters and CMAS, etc.
 - *Best Value Session*



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CMAS Overview

- **Program Features**
- **CMAS Contracts**
- **Smart Shopper**
- **Small Business Focus**
- **Local Governments**
- **Latest News**
- **Staying Current**

PROGRAM FEATURES

Program Features

- **Public Contract Code Sections 10290 et seq. and 12101.5**
 - **AB 1727 in 1994 = *Best Value Decisions***
- **Focus on results, not processes**
 - **4 contracts in May 1994 *versus* 2,500 today**
- **\$1.7 billion sales since 1994**

Program Features

- **Bids not required**
- **No protests**
- **Year 2000 compliance**
- **Multiple CMAS contracts *on one order***

Program Features

- CMAS contractors list on Internet
- Small Business *and* Volume Software License Agreement contractors listed on Internet
- DVBE information available

Program Features

- **DGS Administrative fee 1.21%**
 - *Waived* for certified Small Businesses
- **Finance/Lease Alternative on Internet (Management Memo No. 99-12):**
 - *GS \$Mart*
 - *Lease \$Mart*

CMAS CONTRACTS

CMAS Contracts

- **CMAS Contract Base**



**Primarily based on Federal GSA
Multiple Award Schedules**

***OR* other competitively assessed/bid
multiple awards**

- **Competitively Assessed or Bid
Products, Services and Prices**

CMAS Contracts

- **All Commodities**
- **Information Technology (IT) Services**
 - **Stand-alone Copier Maintenance Services allowed through 6/30/2000**
- **Order Limits**
 - **Information Technology: \$500,000**
 - **Commodities (Non-IT): \$100,000**

Exceptions to limits considered

SMART SHOPPER

Smart Shopper

- **COMPARE** contracts, prices, and shop for *best value* :: *Separate Session*
- **Cost comparison easier than formal bid**
- **Consider certified Small Businesses whenever practicable**
 - *Effective January 1, 1999*

Smart Shopper

- ***Insist* on complete copy of CMAS contract from contractor**
 - CMAS cover, terms and ordering instructions
 - CMAS standard terms and conditions
 - Products and price list
- **Buy at CMAS price OR *lower***

Smart Shopper

- **Personal Services -- Discuss with contractor prior to issuing purchase order**
- **At a minimum, indicate on the order:**
 - *Scope of Work*
 - *Deliverables*
 - *Start date :: Completion date*
 - *Completion/Acceptance criteria*
 - *Costs: Each task; skill levels/hourly rate(s)*

Smart Shopper

- **Issue order direct to CMAS Contractor**
 - *Send copy to CMAS Unit*
- **Amendments to Purchase Orders**
- **Maintain contract (pages) for record**

Smart Shopper

- **Document files for personal services exceeding 9 out of 12 months**
 - *GC Section 19130 and DPA rules relative to civil service consideration*
- **Public Works services (physical layer cabling) *must be incidental***

Smart Shopper

- **Compliance Reviews/Audits**
:: *Separate Session*
 - *Document files*
 - **Contractors overcharging**
 - **Agencies not comparing or obtaining best value**

Smart Shopper

- **Know CMAS contract components**
 - ***Comparison Shop***
 - **All Are Not Created Equal**
 - **Administrative fee 1.21%**
 - **Be a smart shopper**

CMAS prices are MAXIMUMS

Go on with Business

SMALL BUSINESS FOCUS

Small Business Focus

Goal: Increase Use

- **Waive DGS administrative fee**
- **Expedite applications**
- **If factory authorized, contractor may offer another contractor's federal GSA schedule**

Small Business Focus

Goal: Increase Use

- **Internet dedicated page**
- **SBE Outreach events**

LOCAL GOVERNMENTS

Local Governments

- **Any entity empowered to spend public funds**
- **Use own order forms**
- **Must adhere to own procurement policies, regulations and guidelines**

Local Governments

- **No order limits**
- **Local government sales list**
 - **Ask Why the Other Local Governments Can Use CMAS**

LATEST NEWS

Latest News

New: ● **Agency Information Packet on CMAS Web Site**

New: ● **Contractor Application Packet on CMAS Web Site**

Web Site Button: *CMAS eDocuments*

Latest News

Latest: ● **Product/Service description search on Internet**

Follow instruction steps

Latest: ● **CMAS Internet address change:**
<http://www.dgs.ca.gov/pd>

STAYING CURRENT

Staying Current

#1 Internet



<http://www.dgs.ca.gov/pd>

#2 Teale & HWDC



OfficeVision (a.k.a. PROFS)

#3 Telephone



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The image features a central logo for CMAS. The logo consists of a yellow circle with a red, jagged, sunburst-like border. Inside the circle, the word "CMAS" is written in large, bold, blue capital letters. Above "CMAS", the words "CALIFORNIA MULTIPLE" are written in a smaller, blue, sans-serif font, following the curve of the top of the circle. Below "CMAS", the words "AWARD SCHEDULES" are written in the same smaller, blue, sans-serif font, following the curve of the bottom of the circle. The background of the entire image is a solid blue color, overlaid with a repeating pattern of the text "CALIFORNIA MULTIPLE AWARD SCHEDULES" in a light blue, sans-serif font, arranged in horizontal rows.